

**MESSAGE APPROVED FOR RELEASE BY  
DIRECTOR, HRO BEAUFORT "TRI-COMMAND"**

**27 APRIL 2006**

**WHAT'S NEW THIS WEEK?**

**CURRENT CIVIL SERVICE VACANCIES**

The current Civil Service Vacancy Listing "Plus" can also be accessed from any computer at any time at <http://www.nhbeaufort.med.navy.mil>.

**NOTE:** To be eligible for consideration for jobs being announced through CHART, you must have "civil service status". This means that you must (1) currently work in the Federal service; OR, (2) have previously worked in Federal civil service; OR, (3) currently be employed with a Non-Appropriated Fund (NAF) activity; OR, (4) have active duty military service and meet the eligibility requirements for appointment into the civil service through the Veterans Readjustment Act (VRA) or the Veterans Employment Opportunity Act (VEOA) (websites for veterans' hiring programs are listed later in this announcement).

If you do not have "civil service status", then you can only be appointed through OPM's Delegated Examining Unit recruitment process. DEU positions are open to all U.S. citizens.

**MCRD, PARRIS ISLAND**

For additional information, contact Barbara Bernthal, HR Branch Office, MCRD, Parris Island at 228-2378.

Training Specialist  
GS-1712-09  
\$42,955-55,846 pa

CHART  
G-3 Dept

Firefighter (BLS)  
GS-081-07  
\$35,116-\$45,648 pa

DEU (to be posted)  
I and L Dept, Fire Div

Admin Support Asst (OA)  
GS-0303-07  
TEMP NTE 1 YEAR  
\$35,116 - \$45,648 pa

CHART  
Quality Mgmt Dept, Inspector Div.

Administrative Asst  
GS-0303-05  
\$28,349 - \$41,080 pa

CHART  
I and L Dept, FMED

Budget Analyst  
GS-0560-11  
\$51,972 - \$67,567 pa

CHART  
Comptroller Dept

Civil Engineer  
GS-0810-12  
\$57,205 - \$73,810 pa

CHART & DEU (to be posted)  
I and L Dept, FMED

Engineering Equip Op Ldr  
WL-5716-10  
\$20.48 - \$23.88 ph

CHART  
I and L Dept, FMED

Electrician (HV)  
WG-2810-10  
\$18.61 - \$21.71 ph

DEU ONLY (to be posted)  
TERM NTE 2 years  
I and L Dept, FMED

Supply Systems Analyst  
GS-2003-09  
\$42,955-\$55,846 pa

CHART Special Flyer #SE6-2003-09-  
MK299898-I  
Open 04/24 thru 05/05  
I and L Dept, Supply & Services Div

Housing Manager  
GS-1173-11  
\$51,972-\$67,567 pa

CHART (Special flyer will be  
posted--MCRD is NOT under CHART  
DON1173)  
I and L Dept, Housing Division

**MCAS BEAUFORT**

For additional information, contact Caterina Antonacci, HR Branch Office, MCAS Bft at  
228-7272

(2) Budget Tech  
GS-0561-06  
\$31,601-41,080 pa

CHART and DEU (to be posted)  
Comptroller

Traffic Manager  
GS-2130-07 FPL GS-09  
\$35,116-\$45,648 pa

CHART (MCAS employees only)  
TMO

(2) Wastewater Treatment Plant Op  
WG-5408-09  
TEMP NTE 1 year  
\$17.66-\$20.61 ph

DEU (Announcement to be posted),  
Public Works

(2) Firefighter (Basic Life Support)  
GS-0081-07  
\$35,116-\$45,648 pa

CHART  
Fire Department

(4) Firefighter (Advance Life Support)  
GS-0081-08/09  
\$38,890-\$50,556 pa  
\$42,955-\$55,846 pa

CHART  
Fire Department

Social Program Advocate,  
GS-0102-09  
\$42,955-\$55,846 pa

CHART  
MCCS

### **NAVAL HOSPITAL BEAUFORT**

For additional information, contact Sheila Sofaly, HR Branch Office, Naval Hospital Beaufort, 228-5574

|                                      |                |
|--------------------------------------|----------------|
| Medical Officer (Emergency Medicine) | CHART          |
| GS-0602-15                           | Emergency Room |
| \$102,964-\$133,850 pa               |                |

|                      |          |
|----------------------|----------|
| Management Analyst   | CHART    |
| GS-0343-07/09        | Manpower |
| \$31,209-\$49,632 pa |          |

### **6<sup>TH</sup> MARINE CORPS RECRUIT DISTRICT**

|                        |                    |
|------------------------|--------------------|
| HR Asst (Mil/OA)       | CHART              |
| GS-0203-06             | *6th MCD, Miami FL |
| \$31,601 - \$41,080 pa |                    |

### **MARINE CORPS COMMUNITY SERVICES -- SOUTH CAROLINA (MCCS-SC)**

For information about NON-APPROPRIATED FUND (NAF) positions with MCCS-SC at Parris Island and Marine Corps Air Station Beaufort, go <http://www.usmc-mccs.org/employ/jobvacs.cfm#sc>.

Please direct any questions concerning NAF positions to the MCCS-SC Personnel Office listed in the website.

### **DEPARTMENT OF DEFENSE**

For information about and to apply for civil service positions at other military departments and agencies in the Department of Defense, go to the following websites and follow the instructions.

For U.S. Army civilian jobs: [www.cpol.army.mil](http://www.cpol.army.mil) / <http://cpol.army.mil/library/employment/jobkit/>

For U.S. Air Force civilian jobs: <http://www.afpc.randolph.af.mil> / <http://ask.afpc.randolph.af.mil/>

For civilian jobs in Defense agencies (e.g., Defense Information Systems Agency, Defense Intelligence Agency, Defense Logistics Agency): <http://hrd.whs.mil/documents/dept44/Job%20kit.htm>

### **MCRD PI POSITION DESCRIPTION REVIEW UPDATE**

All position and job descriptions that supervisors and employees reviewed with assistance of contract facilitators in December have been revised by HRO, reviewed by supervisors and employees for accuracy, sent to HRSC-SE "Stennis" for classification review, and returned with classification advisory opinions. Employees and supervisors have been notified over the past two weeks of the results of Stennis's classification review.

Six revised position descriptions were returned with classification advisory to upgrade. These positions will undergo review by the Civilian Position Advisory Committee to determine if the change in duties is required and, if so, if the Command is able to fund

the position upgrades. The Union has been invited to attend CPAC meetings when bargaining unit positions being considered for upgrade are being reviewed and discussed.

In five situations, employees and supervisors were not able to reach agreement on the content of a current and accurate position description. These situations will be referred to a position classifier who will conduct a desk audit to determine what major duties each employee does on a regular and recurring basis. The remaining 75 revised position descriptions were returned with no change in grade level. Employees who believe that the classification advisory was not correct can contact Barbara Bernthal or Maggie Watson in the Human Resources Office, Parris Island, to get information on how to file a classification appeal with the Department of Defense and/or the U.S. Office of Personnel Management.

### **FOOD FOR THOUGHT**

"Apathy is an enemy."  
Brigadier General Richard Tryon  
(Commanding General, Marine Corps Recruit Depot / Eastern Recruiting Region)

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### **AND THERE'S GOOD INFO BELOW ABOUT:**

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- Recruitments through Dept of Navy "CHART"
- \* Recruitments through OPM's Delegated Examining Unit (DEU)
  - \* Overseas Civil Service Jobs
  - \* Federal Civil Service Employment
- \* Civil Service Benefits and Thrift Savings Plan (TSP)
  - \* Civil Service Employment Verification
  - \* Civilian Employee Assistance Program
- \* The Negotiated Agreement Between Marine Corps and AFGE
  - \* HRO Beaufort "Tri-Command" Staff
  - \* AFGE Local 0429 and 1951

### **ABOUT RECRUITMENTS THROUGH Dept of Navy's "CHART"**

### **HOW DO I APPLY FOR CIVIL SERVICE JOBS IN NAVY AND MARINE CORPS USING "CHART"?**

- \* You must submit your resume' to the CHART database in order to apply and be considered for CHART job announcements. It is FAR PREFERABLE to get your CHART resume' in the RESUMIX database NOW rather than waiting for a particular position to become vacant.
- \* Frequently check the CHART website for additional information regarding the effective date of the change. The website address is: <https://chart.donhr.navy.mil>.
- \* Log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. New choices are being added to some of the menus.
- \* After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply for.

\* SUBMIT your updated resume.

\* Use the APPLY NOW feature to use your updated resume already on file to apply to additional announcements. The APPLY NOW feature will work for any announcement except those where the announcement number ends in -DE or -NR.

\* Be sure to read the [Quick Tips and FAQs](#) that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.

\* Need to know what the qualifications are for a job you're interested in? Or do you need help in finding out the right words and terminology to use in your CHART resume? Try going to the [www.opm.gov](http://www.opm.gov) website and looking at terms used in the classification standards and qualification standards for the series and grade level of the position(s) you're interested in.

### **WHAT ELSE DO I NEED TO KNOW ABOUT "CHART"?**

\* Open-continuous announcements (which start with "DON") are for ALL of the Department of Navy.

\* When the HRSC--SE needs to announce a position that's not covered by a Navy-wide open continuous announcement, a stand-alone announcement open for a specified period of time will be published. Stand-alone announcement numbers will start with EA, SE, or NW.

\* Your resume will remain active in CHART for 6 months and you can submit it to apply to the new announcements.

\* Be sure to include the CORRECT SERIES of the position(s) for which you want to be considered. Failure to include the correct series may be a "fatal screen out" factor for further consideration.

\* Be sure to include the LOWEST GRADE LEVEL OR PAY you are willing to accept. Some employees have shown the desired grade level or pay only to learn, too late, that doing so automatically screened them out of further consideration for lower-graded positions in which they would have been interested.

\* Use dashes ( - ), not slashes ( / ), when entering dates in your CHART resume'.

\* If you go into MY STATUS in CHART, it will say that your resume has been submitted for a specific job and gives the job location number, but not the actual location. You can find out what the actual location of the job is by contacting the Employment Information Center at DSN 245-5733 or by contacting the Webmaster at the bottom of any e-page in CHART. OR you can go to [www.neds.daps.dla.mil/Directives/notices/5400\\_3.pdf](http://www.neds.daps.dla.mil/Directives/notices/5400_3.pdf) (the Standard Navy Distribution List, Shore Address Listing); push Ctrl + F keys; type in the job location number and it should highlight the command. The number is actually the Unit Identification Code but the listing is not all-inclusive. For instance: 00263 is for the MCRD but that number is not in there.

\* To find ALL civil service jobs being filled in the "Tri-Command", go to the CHART website and click on "SE" (for southeast) and ALL of the announcements appear.

If you have any "tips" that you've learned about CHART, please let us know and we'll be glad to publish them!

### **WONDERING WHY YOU DIDN'T GET REFERRED FOR A CIVIL SERVICE JOB?**

Effective immediately, the Dept of Navy Employment Information Center is addressing issues related to qualifications and non-referrals. If you have questions about why you weren't referred for a civil service job or if you received a notice that you were not qualified to for a civil service position in CHART, you can forward your inquiry to the Employment Information Center by using one of the methods listed below.

Applicants can send their inquiries through the Contact the Webmaster Link located at the bottom of the CHART home page, <https://chart.donhr.navy.mil> or they can call 1-800-378-4559 or DSN 245-5733.

The hours of operation for the Resume Intake and Employment Information Center are Monday through Friday 9:00AM TO 8:00 PM EST.

### **ABOUT RECRUITMENTS THROUGH THE U.S. OFFICE OF PERSONNEL MANAGEMENT Delegated Examining Unit (DEU) PROCESS**

Some civil service positions are filled by the "DEU" recruitment process, especially positions that are hard-to-fill through with current civil service employees or other eligible candidates through "CHART".

To see (and apply) for jobs being filled through "DEU" at ALL Federal government agencies, go to [www.usajobs.opm.gov](http://www.usajobs.opm.gov). Be sure to follow the application instructions on the individual job announcement carefully as there are often different application processes at different government agencies!

For civil service positions being filled through the "DEU" process in Dept of Navy / U.S. Marine Corps only, you can also go to <https://chart.donhr.navy.mil>.

### **ABOUT RECRUITMENT OF VETERANS**

We get a lot of questions from applicants for civil service employment that are currently on or have previously been on active duty military service. Applicants for civil service positions who have active duty military service...

- May have civil service "status" and be eligible for recruitment through CHART under the Veterans' Readjustment Act (VRA) or the Veterans' Employment Opportunity Act (VEOA).

- May be entitled to "veterans preference" for recruitment through OPM's DEU

Additional information about VRA / VEOA eligibility and Veterans Preference can be found at <http://www.opm.gov/veterans/html/vetguide.asp#6>  
<http://www.opm.gov/veterans/html/vetguide.asp>.

### **ABOUT OVERSEAS CIVIL SERVICE JOBS**

For information about civil service jobs overseas, go to <http://federaljobs.net/overseas.htm>

### **ABOUT FEDERAL CIVIL SERVICE EMPLOYMENT**

For information about Federal Civil Service employment in general, go to <http://usgovinfo.about.com/bljobs.htm>

### **ABOUT CIVIL SERVICE BENEFITS**

Current civilian employees have TWO ways to access general and personal benefits information, to get retirement estimates, and to make changes for health, life and Thrift Savings Plan (TSP).

Employees can talk to a Benefits Line representative at 1-888-320-2917 Monday thru Friday 7:30 a.m. to 7:30 p.m.

Or employees can use the automated Employee Benefits Information System (EBIS) 24 hours a day, 365 days a year by clicking on the following website:  
<http://www.civilianbenefits.hroc.navy.mil/>

Need help with EBIS? Contact the BENEFITS LINE representatives at 1-888-320-2917 who can help you set up an EBIS account and navigate the EBIS web page.

### **ABOUT THE THRIFT SAVINGS PLAN (TSP)**

As of 1 July 2005, TSP enrollment and changes can be done at any time! through the Employee Benefit Information System (EBIS) on-line benefit management website at <http://www.civilianbenefits.hroc.navy.mil/>

For more information about TSP, you can go to <http://www.tsp.gov/>. OR, for enrollment assistance and questions, you can call the ThriftLine or the TSP Service Office, toll free, at (877) 968-3778 (1-TSP-YOU-FRST)

### **ABOUT THE CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)**

The Civilian Employee Assistance Program (CEAP) is a confidential program to help you get professional support for any personal concerns that may be causing problems in your personal life, your health, your job, finances, and your relationships with family and friends.

At no cost, any current civil service or NAF employee at any Marine Corps or Navy command in Beaufort SC can contact a professional CEAP counselor, any time "24/7", for private consultation, assessment, and referral to specialized resources in the community where you live for additional support and assistance. Every CEAP counselor is a professional licensed in South Carolina and selected by GHE HealthCare, an established and successful provider of Employee Assistance Programs.

To contact a CEAP counselor, simply call (toll free) 1-866-443-3277 (1-866-GHE-EAPS).

For more information about the "Tri-Command" Civilian Employee Assistance Program or to contact a CEAP counselor by e-mail click on <http://www.federalsolutions.com/beaufortsc/>.

### **ABOUT EMPLOYMENT VERIFICATION**

The use of this system is mandatory for all Navy civilian employees for business matters that require verification of your civil service employment!

The toll free Work Number © Customer Service Center is 1-800-996-7566, Monday-Friday, 7am-8pm CST.

When you use it ...

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

Who receives the information ...

Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize can obtain this information by calling the "The Work Number for Everyone" © or visiting <http://www.theworknumber.com> once you give them a salary key.

Getting a salary key ...

Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>. You can obtain up to three salary keys. If unused, they will expire after six months. When prompted enter: Department of Defense Code: 10365; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD) format, for example March 27 would be entered as "0327". Some employees may not be able to access The Work Number by entering the four-digit, numerical month/day (MMDD) of birth as the default PIN. You should still be able to access the system by entering the four-digit, numerical month/year (MMYY) of birth as your PIN. Then change your PIN to any 4-8-digit number. Receive your salary key ... If using the telephone, have a pen and paper handy so you can write down the salary key (a six-digit number that will be voiced to you.) If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

Types of employment verification...

BASIC: Verifies that you are an DOD employee, spells your name, and provides your most recent start date, how long you have been employed and your job title.

BASIC PLUS: In addition to above, provides current salary information.

FULL: This option provides all of the above in addition to your gross earnings YTD and your salary history for the prior two years if available.

**ABOUT THE NEGOTIATED AGREEMENT  
FOR CIVIL SERVICE EMPLOYEES  
AT MCRD PI AND MCAS BEAUFORT**

The new Master Labor Agreement (MLA) covering the civil service (appropriated fund) bargaining units represented by AFGE Local 0429 at Marine Corps Recruit Depot Parris Island and AFGE Local 1951 at Marine Corps Air Station Beaufort is in effect as of 15 November 2005.

A copy of the new MLA is maintained and can be accessed at / printed from:  
[https://www.manpower.usmc.mil/portal/page?\\_pageid=278,1938374&\\_dad=portal&\\_schema=PORTAL](https://www.manpower.usmc.mil/portal/page?_pageid=278,1938374&_dad=portal&_schema=PORTAL)

HRO has a limited number of hard copies of the new MLA printed. If you are a bargaining unit employee or a supervisor/manager of a bargaining unit employee and would like a hardcopy of the new MLA, please contact any HRO staff member, leave your name and work telephone number with your request.

**...ABOUT HRO BEAUFORT "TRI-COMMAND"**  
**(A satellite of Marine Corps Civilian Human Resources Office -- Southeast Region)**  
**Alphabetical Directory of HRO Staff Members**

Commercial Area Code for all numbers is 843-; DSN prefix is 335-.

MAIN HRO NUMBER: 228-2217

(Follow prompts for the staff member you'd like to contact or to get other information.)

|                     |  |
|---------------------|--|
| Antonacci, Caterina | Recruitment and Placement Specialist<br>MCAS Branch Office, 228-7272         |
| Bernthal, Barbara   | Recruitment, Placement, Classification Spec<br>PI Office, Bldg 286, 228-2378 |
| Brandau, Nancy      | Director<br>PI Office, Bldg 286, 228-2203                                    |
| Golson, Cynthia     | EEO Manager<br>PI Office, Bldg 286, 228-2647                                 |
| Najmulski, Jessica  | Labor & Employee Relations Specialist<br>MCAS Branch Office, 228-7090        |
| Oliver, Cynthia     | HR Programs/Workers Comp Specialist<br>PI Office, Bldg 286, 228-4180         |
| Sofaly, Sheila      | Recruitment and Placement Specialist<br>BNH Branch Office, 228-5574          |
| Watson, Magdalene   | HR Assistant,<br>PI Office, Bldg 286, 228-3690                               |
| Witmer, Norm        | Labor & Employee Relations Specialist<br>PI Office, Bldg 286, 228-2185       |